

# Create or Update a Resume

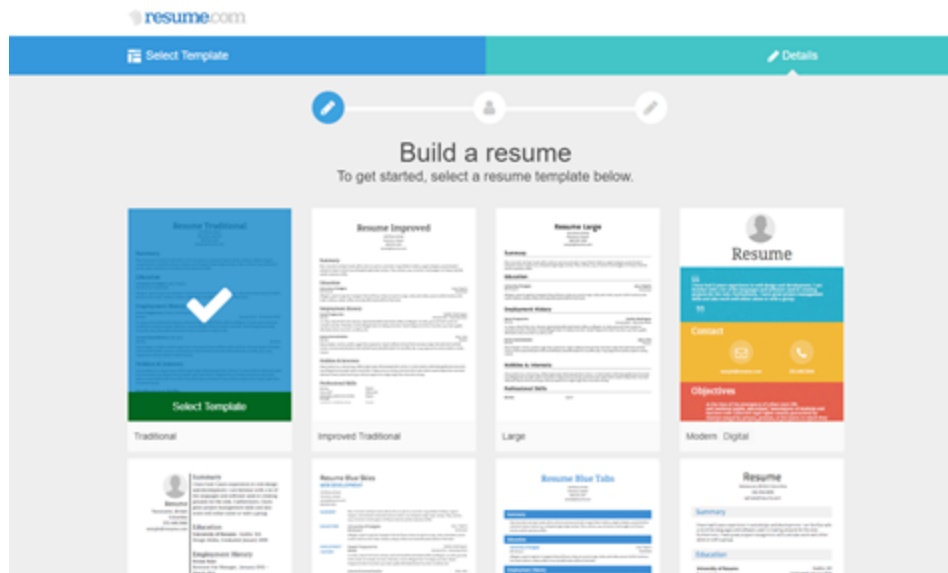
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A resume should highlight your unique experience, skills, and personality and how those skills can be used to benefit the job you are applying for. You should also limit your resume to 1 or 2 pages.

The topics you should include in your resume are:

1. Your name, phone number, and email address
2. A brief summary of who you are as a professional
3. Education
4. Employment History
5. Hobbies and Interest
6. Professional Skills

Resume Builder is an excellent resource that provides a variety of templates and helps guide users through the process of building a resume <https://www.resume.com/builder>, [Resume Resource Guide Miller.pdf](#)



## Tips:

- It can also be beneficial to use example resumes found online to help guide the resume building process. Use [google images](#) to find examples.
- Try to explore the mission statement or specific qualifications of the job you are applying for and be sure to highlight in your resume any skills or abilities that the job may be looking for.

- Be truthful when filling out your resume and highlight your strengths while limiting your weaknesses.